APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education Office of Vocational Education Atlanta, Georgia 30334	Application Number **81- 130**
Application Number		Date Received FEB 2 4 1981 · · · · Date Completed FEB 2 7 1981

2. Person to Contact / **Working Title** / **Telephone Number**

Faye G. Craig _____ Administrative Secretary _____ 656-6711

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series Earliest Latest	5. Records Series Title *(followed by title used in office; if different)*
7/1/80	To Date	OVE Circular Memoranda Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Office of Vocational Education (OVE) is responsible for providing executive management and leadership for the state vocational education program; for the development, execution and maintenance of the state plan for vocational education; and for assisting the 187 school system and 24 area vocational technical institutions in providing effective vocational education programs that meet the needs of local communities throughout Georgia.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: approving, controlling the distribution of, and maintaining a copy of memoranda from the OVE to local education authorities.

Included are: copies of memoranda prepared by Division Directors and other staff members for multiple distribution to local education authorities.

File is arranged: chronologically by fiscal year; thereunder chronologically by dates of memoranda.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __12__; Seven to twelve months old __4__; Thirteen to twenty-four months old __0__;

twenty-five months and older __0__?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* __2" - 4" notebook__

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it? _____
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? In originating office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.
d. Audit period _____ years.
e. Administrative need ____1____ years.
f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each: ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ____1____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☒ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
L. G. Launy	7/23/81	*Walker L. Baumgardner*	2-23-81

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	*(signature)*	2-26-81
	Secretary of State/Designee	*Carroll Hurt*	2-26-81
	Attorney General/Designee	*(signature)*	2-27-81

AR—50—71; Rev. 76   (Reverse Side)